



Arnold A. Schwarzenegger— Governor
SunneWright McPeak, Secretary, Business, Transportation & Housing Agency

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

PROGRAM TECHNICIAN III
Sacramento
Permanent - Full-time

The Department of Real Estate has one opening in its Licensing Flag Section for a Program Technician III. The position is located at 2201 Broadway in downtown Sacramento and is permanent, full-time.

Duties of the Position include:

- Review violation disclosures on original license applications, request additional information and review responses.
- Review DOJ/FBI rap sheets regarding license applications to determine if violations are actionable or can be cleared and if the criteria is met, be sent to Enforcement for investigation.
- Set up criminal or disciplinary background investigation cases, review applications and clearance request memos, send out certification letters to license applicants.
- Research licensee master file and computer system files to compile and type certified license histories for court and other purposes.
- Analyze decisions from hearings and outline approximate disciplinary action and violations of the law, issue restricted and unrestricted licenses as called for in the decisions.
- Answer phone inquiries in reference to hearing files interpreting sections of Real Estate Law, certified histories, types of restrictions, or specific instructions.
- Set up hearing files, as appropriate, for recovery fund; flag records; prepare refunds, compose memos.

Required qualifications:

- Excellent technical and analytical skills.
- Ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills.
- Patience and tact in dealing with the public, staff members and others.
- Knowledge of and ability to interpret and apply Real Estate Licensing laws, rules, regulations, policies and procedures.
- Dependability and excellent attendance.
- Ability to interpret and apply laws rules regulations, policies and procedures.
- Ability to function independently or as part of a team.
- Ability to work well under pressure and within mandated timeframes.
- **Ability to successfully demonstrate keyboarding skills. A keyboarding skills test will be given, however, if you have a current typing certificate (40 WPM or greater), you will not have to take the keyboarding skills test. Attach a copy of your typing certificate to your application.**

Desirable Qualifications

- Dependability and excellent attendance.
- On-line inquiry computer experience.
- Personal computer experience using Word or an equivalent application.
- Ability to lift up to 50 lbs. as required.

Salary: \$2757- \$3353

Who may apply:

Current State employees at the Program Technician III level, and those who are transferable to the class. DRE individuals currently competing in the promotional Program Technician III exam may also apply. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application.**

Submit Applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-07977 or CALNET 498-0797

For information on the PT III position contact:

Consuelo Rodriguez, SPT III
Licensing Administration
(916) 227-0930 or CalNet 8-498-0917

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OCTOBER 8, 2004

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above final file date.